



Travel Reimbursement Payments to a Foreign National (no honorarium)

Name: _____
Title of Activity: _____
Date(s) of Activity: _____

Pre-arrival planning:

- Finalize the activity details: title of activity; date and which travel expenses will be reimbursed.
- Confirm if foreign national is eligible to receive a Travel Reimbursement.
- Send invitation letter to the foreign national to communicate the details of the activity

When the individual has arrived on campus:

- Make a copy of identity page in passport (make sure copy is readable).
- Make a copy visa and/or port of entry stamp in passport (make sure copy is readable).
- If J-1 scholar, make a copy of DS-2019.
- If F-1 student, make a copy of I-20.
- Complete Expense Report.
- Foreign national signs print version of the ER (Faxed or scanned copies are acceptable for payment).

Attach the following to the ER:

- ER, signed by foreign national.
- Copy of passport identity page.
- Copy visa and/or port of entry stamp in passport.
- If J-1 scholar, copy of DS-2019.
- If F-1 student, copy of I-20.
- For Canadians, a copy of either driver's license AND social insurance card OR copy of passport identity page.



Pay the foreign national

- Check should be mailed to the department **OR**
- Check will be mailed directly to the Traveler

